

## Inserting Sounds

- In Slide view, select the slide where you would like to insert a sound.
- From the Insert Menu, select the Movies and Sound option. From that menu, you will have several additional options.
- Locate the file that contains your sound in your directory structure, highlight the sound file and left-click the insert button to complete the process.
- Sounds can be music, songs or wav files.
- You can insert a sound from the Gallery or a sound contained in your computer directory.
- **NOTE:** For the sound file to work, it must be saved in the same directory as your Powerpoint presentation.